

# Preparing to Re-open Berwickshire Village halls: Reopening Plan Guidance

Version 3

## Introduction

This short document sets out a recommended plan for village hall management committees to follow so that they can prepare for safe reopening as we move slowly out of lockdown.

## When can village halls open?

As of 3 August, community centres, youth centres and similar have been removed from the list of businesses that must remain closed. Although Village Halls are not mentioned anywhere in the Government's Route Map for ending lockdown, we believe that they fall under the "similar" heading, and as such, are now able to open.

However, not all activities will necessarily be permitted. The government has given indicative dates for some activities to restart from 14 September, including indoor sports such as badminton, gym sessions and live indoor events. In all cases, additional safety restrictions apply; and some activities, such as discos, have not yet been given a start date. What's more, being indicative dates, they are not yet confirmed.

But whatever the circumstance, **no village hall should open until it has identified and is able to implement the necessary safeguards** required to prevent the transmission of COVID-19. That said, it is prudent to begin the planning process so that you are in a good state of readiness once village halls are able to reopen.

## Prepare a re-opening plan

We recommend you prepare a short plan with the following four steps, leading to your re-opening:

### Step one

- Agree a provisional re-opening date (or a "not earlier than" date).
- Find out from your regular user groups about when they wish to return; and all the associated details such as the activities and numbers involved etc. (To help, we have produced a list of questions that can be asked of them. This will enable you to identify any concerns and help inform steps two and three below).
- Consult with any staff, volunteers, and/or contract cleaning staff that would normally be involved with hall arrangements; and seek their views.

- Carry out a pre-check of the premises (security, services, condition of equipment and the building etc.) to identify any non-COVID problems that need attention.
- Stay aware of key dates in the Scottish Government's Route Map for easing lockdown.

### **Step Two**

- Carry out a COVID-19 risk assessment. This is a key step, and we have produced guidance and a template to help with this (see website). We will also be able to deal with specific enquiries via the website or if you email us at [villagehalls@bavs.org.uk](mailto:villagehalls@bavs.org.uk)

### **Step 3**

- Introduce control measures arising from the risk assessment. (We have published further guidance and links on the website).
- Display staying safe information (e.g. the official FACTS poster – see website)
- Put up *Test and Protect* posters to inform users of the need to collect personal details. The official poster (see website) includes a privacy statement to comply with data protection law.
- Agree changes to hiring arrangements in light of steps 2 and 3, setting out criteria for bookings, use of equipment, acceptable activities, reporting of problems etc. (See website for guidance).

### **Step 4**

- Establish a procedure to monitor and review the control measures and compliance by users/hirers. (e.g. a feedback form or phone call).
- Establish a procedure to investigate and keep records of accidents and reported breaches of control measures.
- Open the hall according to your plan.

## **Resources**

BAVS has produced a range of guidance, templates, or links to other documents as appropriate, all of which are available on the website.